



# **Waganakising Odawak**

Little Traverse Bay Bands of Odawa Indians

## **Fred Kiogima, Tribal Chairman**

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### **MICHELLE CHINGWA EDUCATION ASSISTANCE SCHOLARSHIP REGULATIONS REG-WOS 2007-05-042514-012**

#### **I. ELIGIBILITY**

- A. The Michelle Chingwa Education Assistance Act was enacted to enable present and future generations of Waganakising Odawak to obtain post-secondary educational opportunities.
- B. To be eligible for an MCEA scholarship, the student must:
  - 1. Be an enrolled citizen of the Tribe;
  - 2. Be enrolled in the educational institution for which the scholarship is being applied;
  - 3. Maintain a 2.0 GPA overall (subject to appeal); and
  - 4. Have applied for other available financial aid and scholarships (i.e. the Pell Grant).

#### **II. APPLICATION**

- A. To apply for the MCEA scholarship, each student must submit a completed application packet, which includes the following: MCEA application, Release of Information form, FAFSA confirmation page, prior grade report(s) for the last semester attended (reflecting cumulative GPA) and the last semester awarded (reflecting previously awarded MCEA scholarship). First-time Michelle Chingwa Education Assistance Scholarship applicants must submit a photocopy of their Tribal ID.
- B. The continuation of a student's MCEA scholarship funding for subsequent semesters during an academic year is contingent upon the submission of a new course schedule for the upcoming semester, and the student's grade report for the previous semester. The grade report must show the student currently has a minimum 2.0 GPA.

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### III. DEFINITIONS

- A. **Education Appeals Board:** means the body nominated by the Executive and appointed by Tribal Council who handles the MCEA Appeals and Hearings.
- B. **Education Department:** means the LTBB Education Department that is overseen by the Executive.
- C. **Enrollment Verification Form:** means a form provided by the LTBB Education Department to the student(s) who are responsible for having the institution where they attend complete their portion and return it to the LTBB Education Department.
- D. **Executive:** means the Tribal Chairperson or his/her designee.
- E. **FAFSA:** means “Free Application for Federal Student Aid”.
- F. **FAFSA Confirmation Page:** means a record provided to the student by [www.fafsa.gov](http://www.fafsa.gov) that confirms the completion and submission of the student’s FAFSA application.
- G. **GPA:** means a student’s Grade Point Average reported by an institution on a student’s transcript and/or a grade report.
- H. **LTBB or Tribe:** means The Little Traverse Bay Bands of Odawa Indians.
- I. **MCEA:** means Michelle Chingwa Education Assistance.
- J. **Release of Information Form:** means a form provided by the LTBB Education Department that the student completes to give the Department permission for third-party communication with the institution.

### IV. DISTRIBUTION OF SCHOLARSHIP

- A. Students will be allowed one (1) MCEA award per semester, which shall be awarded to any eligible student who submits a completed application prior to the established deadlines as defined in WOS 2007-005 Section III, Application (C)(a)(i-iv).
- B. A student’s MCEA scholarship award will be calculated at the credit rate established by the MCEA statute for each classification and according to the student’s submitted application and schedule. For calculation purposes, a student may only receive funding for up to 18 credits for undergraduate courses (class 1, 2, 3 or 5); **OR** may receive funding for up

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to 12 credits for graduate courses (class 4); or a combination of both, not to exceed 18 credits total. If a student is taking both undergraduate and graduate courses, the student may choose which credits to apply the award to, but the total amount awarded shall not exceed 18 credits.

- C. Scholarship awards will be distributed directly to the institution unless the student provides acceptable proof to the Education Department that the MCEA scholarship will reduce other financial aid awards, in which case the Education Department will distribute the MCEA scholarship directly to the student.
- D. Each MCEA scholarship will be distributed in one (1) installment each semester.
- E. Each student is responsible for submitting an original Enrollment Verification Form to the Education Department prior to the last day of the student's enrolled semester. If a student does not submit an original Enrollment Verification Form prior to the last day of the student's enrolled semester, and the student later applies for continued MCEA funding, either within the same academic year or for a subsequent academic year, the Executive or the Executive's designee shall make a determination regarding the student's continued MCEA funding.
- F. Each student must submit a grade report for the previously awarded semester(s). If necessary, adjustments in MCEA scholarship funding will be made for any credits dropped, withdrawn or deemed ineligible according to the GPA guidelines.
- G. All MCEA scholarship applications must be submitted by hand delivery, email, fax or mail, postmarked by the deadlines set forth in the MCEA to be considered timely. Pursuant to WOS 2007-05, MCEA Section III(C)(d) and (e), applications submitted after the deadlines shall be classified as *late*.
- H. The Education Appeals Board has the authority and discretion to determine, on a case-by-case basis, whether scholarship funding will be awarded in the case of a late application submission, provided the student submits an appeal form in accordance with the MCEA regulations.
- I. If a student's application is late for one (1) semester, that will not impact a timely application made in another semester.

## **V. SCHOLARSHIP LEVELS**

- A. The Executive shall post notice of the MCEA scholarship levels in the Tribal newsletter and on the Tribal website under Executive Directives.

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MCEA scholarship information shall be made readily available to students through the Education Department.

## VI. APPEAL PROCESS AND RESTRICTIONS

Tribal Citizens may only appeal MCEA award denials made by the Education Department based on GPA status, scholarship award adjustments, or late submissions.

- A. Tribal Citizens who wish to appeal a denial or adjustment must complete and submit an Appeal Form provided by the Education Department.
  - B. The Tribal Citizen must submit his or her appeal in person or by mail, postmarked within fifteen (15) business days from the date of receiving the notice of denial or adjustment.
  - C. The Tribal Citizen has the right to attend and speak at the Appeal Hearing. The Appeal Form shall contain a checkbox for the Tribal Citizen to indicate whether they will be attending the Appeal Hearing or that they waive their right to attend the hearing. This box **must** be checked either “yes” or “no”. This checkbox determines when the hearing will be held. Additionally, the Appeal Form will require that the Tribal Citizen provide **current** contact information, email, phone number (cell or message number), and/or address, so the Tribal Citizen can be contacted in an expedient manner regarding the appeal and hearing.
  - D. All appeals shall be addressed to: “***The Education Appeals Board c/o Tribal Chairman’s Office***, 7500 Odawa Circle, Harbor Springs, Michigan 49740.”
  - E. Upon receiving an Appeal Form, the Board will hold an Appeal Hearing within ten (10) business days. Appeals shall be closed only at the request of the Tribal Citizen requesting the appeal.
  - F. When making a determination in an appeal process regarding the 2.0 GPA status, the Education Appeals Board shall either:
    - 1. Grant the appeal and place the student on probation, for a period determined by the Education Appeals Board. If the appeal is granted and the student is placed on a probationary period, the probationary period must be clearly indicated in the determination letter.
- OR**
- 2. Deny the appeal.

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- F. Students who are granted a probationary period:
  - 1. Must reach a 2.0 cumulative GPA by the end of their designated probationary period.
  - 2. Must maintain academic progress, as reflected in a semester GPA report.
  - 3. May appeal in subsequent semesters.
- G. After a determination has been made by the Education Appeals Board, the Chairperson, or the Chairperson's designee, shall attempt to personally contact the Tribal Citizen as to the outcome of the appeal. In all cases, the Education Appeals Board shall notify the Tribal Citizen by mail within ten (10) business days and the Education Department will be copied on the notice.
- H. All decisions by the Education Appeals Board are final within the Executive Branch.
- I. In the event that the Education Department is asked to consider funding any student for the same course more than twice, the student must provide acceptable proof to the Education Department that the student needs to take the course over to complete a degree requirement. No student may be funded for the same course more than three (3) times.

## **VI. REPORTING**

The following reports shall be submitted to Tribal Council:

- A. Three (3) summary reports for each semester's MCEA scholarships in March, July and October of each year, and a year-end summary each January for all the previous year's MCEA scholarships.
- B. Each report shall contain:
  - 1. The number of students in each class of scholarships;
  - 2. The number of semester equivalent credits or equivalent contact hours in each class of scholarship;
  - 3. The total dollar amount of scholarships for each designated semester and for the academic year;

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4. The current scholarship rates and projected rates for the next school year to meet the budget for the next cycle;
5. The total number of dropped rates and adjusted rates; and
6. The number of graduations and types of degrees received.

### **CERTIFICATION**

As Tribal Chairman, I approve these Michelle Chingwa Education Assistance Scholarship Regulations.

Date: \_\_\_\_\_  
Fred Kiogima, Tribal Chairman

Received by the Tribal Council Office on: \_\_\_\_\_ by: \_\_\_\_\_

As the Legislative Leader and Tribal Council Secretary, we certify that these Michelle Chingwa Education Assistance Scholarship Regulations were approved by the Tribal Council of the Little Traverse Bay Bands of Odawa Indians at a regular meeting of the Tribal Council held on \_\_\_\_\_, at which a quorum was present, by a vote of \_\_\_\_ in favor, \_\_\_\_ opposed, \_\_\_\_ abstentions, and \_\_\_\_ absent.

Date: \_\_\_\_\_  
Regina Gasco Bentley, Legislative Leader

Date: \_\_\_\_\_  
Julie A. Shananaquet, Secretary